

Town of Kingston
Senior Center Building Committee
Meeting Minutes
January 31, 2011

1. The meeting was called to order at 6:05pm by Chairman Paul Gallagher in Room 101 in Town Hall. Other members present were Paul Armstrong, Phil Burnham, Jack Burrey, Dave Colter, and Linda Felix, as well as Dan Pallotta, OPM of P3 and Bob Clarke of Catlin Architecture.
2. Dan stated that he would like to take the Committee over to the Senior Center for another walk-through after the meeting but has to leave by 7:10pm and asked if we thought that could be done and the members agreed.
3. Dan also mentioned having the Committee propose a Maintenance Plan for the new Senior Center as described in a letter he had prepared . A Motion was made by Paul Gallagher and seconded by Phil Burnham to request that Dan's prepared letter of 1-31-11 describing a Maintenance Plan for the Senior Center go forward as described in the aforementioned letter and it was unanimously so Voted.
4. Dan also brought up that he had been being paid via the Federal Wage Laws but whereby if we had hired a Clerk of the Works at \$39,000 and he separately as the OPM, roughly \$45,000, but that was not the case on the Clerk of the Works and he has done 'both' jobs. He was stating that he will continue to come back through the Spring and was asking if the Committee would authorize 150 more hours for his tasks and that those monies are in the budget at this time.
5. Phil Burnham spoke up and said he thought the Committee was very happy with his work and time spent on the job as just the OPM with no Clerk of the Works. At that point, a Motion was made by Phil Burnham and seconded by Jack Burrey to have the OPM contract extended for an internal transfer of monies from within the present available budget for same and it was unanimously so Voted.
6. Dan also mentioned items on the "Punch List" - there were

approximately 5 items left to be done; namely, Contract should be signed tomorrow; Fire Alarm will be completed on Wednesday afternoon. Then there are some 10 small miscellaneous items throughout the building by the Mill workers. MCM is working to get them all done before the Opening. MCM gave P3 a bill today . Some costs are not right and we cannot put them through for another two weeks. Dan will sit down with MCM on Monday and then discuss with Jill Myers and John LaBrache about turning over keys before payment. Also, the building will be washed from one end to the other and everything in between. Cleaning inspection will be done on Thursday and may have to come back again.

7. Dan then brought up the matter of bills that need to be approved and paid by the Committee. One is for Catlin Architecture in the amount of \$3,185.04 and another was for MCM in the amount of \$211,537 and a Motion was made by Jack Burrey and seconded by Paul Armstrong to pay these amounts presented at this time and it was unanimously so Voted.

8. Then Dan presented a bill from P3 in the amount of \$9,910 and a Motion was made by Paul Armstrong and seconded by Phil Burnham to pay this amount presented at this time and it was unanimously so Voted.

9. Three sets of Minutes were approved at this time; namely, the Minutes of December 14, 2010 were approved by a Motion made by Paul Gallagher and seconded by Dave Colter and the Vote was 5 - 0 - 1. The Minutes of December 22, 2010 were approved by a Motion made by Phil Burnham and seconded by Linda Felix and the Vote was 4 - 0 - 2. And the Minutes of January 13, 2011 were approved by a Motion made by Paul Armstrong and seconded by Dave Colter and the Vote was 5 - 0 - 1.

10. At this point, Linda Felix handed out a copy of the Invitation to the Opening Ceremony on Saturday, February 12, 2011 from 10:00AM to 2:00PM. Anna Fiore, President of "The Friends of The Council on Aging" and mentioned there would be a Guest Book, Raffle Tickets, and a sale of Cups with an inscribed picture of the new Senior Center. Linda also mentioned that there would be Vendors exhibiting Safety Articles of many things of interest to the elderly for info and purchase.

11. Dan also mentioned that Comcast Service was still to be installed and was scheduled this week. Other things mentioned were that WBMason had a contract to purchase 3-TV's, up to 10 Laptops, and 1 Copier.

12. AND IT WAS NOTED THAT THE COA/SENIOR CENTER will soon be able to "TALK" ELECTRONICALLY" WITH TOWN HALL.

13. Also, Dan mentioned that we do not have a Security System set up in the Senior Center--- only Fire Alarms. We probably only need to have Motion Detectors and Dan thinks we should go down this path and the cost could be less than \$5,000 to do this. A Motion was made by Paul Gallagher and seconded by Phil Burnham to install the necessary Motion Detectors and it was unanimously so Voted.

14. In a final gesture, Dan Pallotta congratulated and thanked Bob Clarke of Catlin Architecture for all he had done for us with regard to bringing the building of our Senior Center to a great conclusion.

15. Paul asked the members if anyone had any objection to his taking the sign that's been standing at the entrance announcing the building of the Senior Center and the names of all the Members, Builders, etc. No one dared say "NO"!

16. As mentioned at the beginning in item #2, Dan mentioned how he would like to take the members for a walk through the Center and then Adjourn the meeting, whereby at that time, there would be no more business to come before the meeting. Therefore a Motion was made to adjourn the meeting by Paul Gallagher and seconded by Dave Colter after the walk--through, it being 7:10pm and it was so Voted.

Respectfully submitted,



Ruthann Cassidy, Secretary

Catlin
Architecture

January 31, 2011
Catlin Architecture Project # 28005
Invoice # 28005-26

Mr. Paul Gallagher
Chairman, Building Committee
26 Evergreen Street
Kingston, MA 02364

RE: Architectural Services for Kingston Adult Community Center

Phase	Total Fee	% Fee	% Complete	Total
Schematic Design	\$ 41,496	15%	100%	\$41,496.00
Design Development	\$ 55,328	20%	100%	\$55,328.00
Construction Documents	\$ 110,656	40%	100%	\$110,656.00
Bidding & Negotiation	\$ 13,832	5%	100%	\$13,832
Construction Administration	\$ 55,328	20%	94%	\$52,219

Total Fee \$ 276,640

Total Fee Billing to Date for Architecture	\$	273,531
Less Previous Amount Billed	\$	270,488
Current Fee Billing		\$3,043

TOTAL CURRENT FEE DUE \$3,043

Additional Services

Reimbursable Expense

Mileage	9	site visits	\$0.55	237	miles	\$	130.19
Postage			\$ 11.70	105%		\$	12.29

TOTAL AMOUNT DUE \$3,185.04

10

Authorized to pay ONLY \$3,185.04

Paul W. Gallagher
John C. Berry
Lucas M. Kelly
David Catlin

10 Granite Street • Quincy, MA 02169 • 617 772-2440

APPLICATION AND CERTIFICATE FOR PAYMENT

PROJECT: Kingston Senior Center
 30 Evergreen St.
 Kingston, MA 02364
 Catlin Architecture
 10 Granite St
 Quincy, MA 02169

APPLICATION NO: 8
 PERIOD TO: 1/31/2011
 ARCHITECT'S PROJECT NO: 10-109
 APPLICATION DATE: 1/28/2011

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): MAMUSA, LLC
 Four A Street
 Burlington, MA. 01803

CONTRACT FOR:
 CONTRACTOR'S APPLICATION FOR PAYMENT
 CHANGE ORDER SUMMARY

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

Change orders approved in previous months by Owner	ADDITIONS	DEDUCTIONS
Total	\$71,907.00	\$0.00
Approved this Month		
Number		
Date Approved	1/13/2011	
CO # 4	\$3,701	
TOTALS	\$3,701.00	\$0.00
Net change by Change Orders	\$75,608.00	

1. ORIGINAL CONTRACT SUM..... \$1,956,400
2. Net change by Change Orders..... \$75,608
3. CONTRACT SUM TO DATE (Line 1+2)..... \$2,032,008
4. TOTAL COMPLETED & STORED TO DATE..... \$2,006,084
(Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work (Column D+E on G703) \$91,919
 - b. % of Stored Material (Column F on G703) \$0
6. TOTAL EARNED LESS RETAINAGE..... \$1,914,166
(Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior certificate)..... \$1,702,629
8. CURRENT PAYMENT DUE..... \$211,537
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$117,843
(Line 3 Less Line 6)

Total Retainage (Line 5a+5b or Total in Column I of G703)..... \$0

State of: MASSACHUSETTS County of: Middlesex
 Subscribed and sworn to before me this _____ day of _____, 2010
 Notary Public:
 My Commission expires: _____

AMOUNT CERTIFIED..... \$211,537
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:
 By: _____ Date: _____
 This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTRACTOR:
 By: _____ Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT - MAY 1983 EDITION - AIA REGISTERED - COPYRIGHT 1983
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N. W., WASHINGTON, D. C. 20006

Pay only \$211,537.00
 Linda M. Kelly
 David E. Belter

6702-1983

INVOICE P-0904-11 January 31, 201

Original Contract Amount	\$ 45,000.00
Previously Billed	\$ 43,000.00
Amount this period from Contract	\$ 1,000.00

Additional Reimbursables	
American Testing With OHP	\$ 0.00

Clerk Services through January 31 (8,910.00)	\$ 8,910.00
TOTAL this INVOICE	\$ 9,910.00

Balance to Finish on Contract	\$ 1,000.00
Balance to Finish on Clerk Services	\$ 8,255.00

Kingston Building Committee Signatures for Paying _____ Amount.

Through Jan 31

Authorize Pay. \$ 9910.00

[Handwritten signatures: Carl W. [unclear], Linda M. [unclear], and others]

[Handwritten signature: David E. [unclear]]

1/31/11

Paul Gallagher – Chairman
Kingston Senior Center Building Committee
30 Evergreen Street
Kingston, MA

Re: Maintenance Plan

Sub: Proposal

Paul,,

As you know the Town will be receiving Owners Manuals on every system in the new Kingston Senior Center. At the committee's request we have looked into providing a plan for your building.

We have in the past found that compiling this information into a workable plan with specific dates in a user friendly manner very helpful to the end users.

We propose to compile this information in a manner that any employ or any pay grade will be able to know when certain Preventative an and Normal maintenance should occur.

The Cost of this service is would be \$ 2,500. We will deliver Three Copies and a CD-ROM of the program. If the board would like to do this please inform the Procurement Officer.

If there are any questions regarding this matter, please do not hesitate to call

Very truly yours,



Daniel Pallotta

1/31/11

Paul Gallagher – Chairman
Kingston Senior Center Building Committee
30 Evergreen Street
Kingston, MA

Re: Clerk of the Works

Sub: Additional Hours

Paul,

As you know the P-3 recommended a \$ 78,000. Budget for Clerk services. We have exhausted the budgeted amount of \$ 39,000.00. This is a pay as you go item but we have intentionally adhered to Committee's Budget.

We will need an additional - 150 hours. @ \$ 65.00. for a total of \$ 9,750

If there are any questions regarding this matter, please do not hesitate to call

Very truly yours,



Daniel Pallotta